

## 11. JT ALTERNATIVES

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### **A. General**

This section shows alternatives to the GR JT.

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### **B. Policy**

With the implementation of time limits for employable assistance the policy for the qualifying alternatives to work project has been expanded. This policy change is to allow the applicant/recipient more latitude in determining a course of action to assist him/her to become self-sufficient.

Alternatives to the work project must be approved at the supervisor level. These alternatives also must meet the guidelines noted below in order to be approved.

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### **C. Approval Guidelines**

WIA and Regional Occupational Program (ROP) programs are examples of JT alternatives which may be approved in lieu of work project activities. However, the alternatives are not limited to WIA and ROP. To be approved, the JT alternative must:

- include job-related activities, such as learning a new job skill, refreshment training for an existing job skill, or on-the-job training with or without pay [note: obtaining a Graduate Equivalency Diploma (GED)], English as a Second Language (ESL) classes, or attendance in a State Parole Laboratory may qualify if needed to provide job skills or enhance the likelihood of obtaining a job. JS activities will not qualify as they are already a program requirement.);
  - have enrollment verified prior to approval;
  - have verification of the number of hours and days for completion of the program; and
  - verification of attendance must be provided after approval.
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### **D. Enrollment Verification**

Enrollment may be verified by the 11-93 HHSA, Job Training Enrollment/ Attendance Verification or a form or letter from a recognized training or educational facility must contain:

- the applicant's/recipient's name;
  - the class/session in which the applicant/recipient is enrolled;
  - the beginning and ending dates of the class/session;
  - the number of hours per day; and
  - a contact name and/or telephone number.
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**E. Verification of Attendance** Attendance at an approved job training program must be provided at least once monthly with the CW 7. Form 11-93 HHSA has been developed to also verify attendance. Other verifications will be accepted if they include:

- the applicant's/recipient's name;
- the class/session dates;
- the number of hours or "from/through" (for example, 8AM-12PM) information; and
- a signature and date by the teacher, facility, or supervisor.

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**F. Work Project Requirements** As noted above, until the alternative JT is approved, the applicant/recipient must complete WP assignments. Further, if the number of hours and/or days of the alternative JT will not fulfill the 10 work day or 80 hour requirement, the applicant/recipient will be expected to make up the difference through WP activities.

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**G. Preapplication** The alternative JT is to be explained at preapplication via form 11-49A HHSA. The 11-49A HHSA will be signed by the applicant certifying they received a copy of the form and a copy of the 11-49A HHSA will be filed in the case under the "Employment" tab.

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**H. Intake/Granted** If the applicant has provided verification of enrollment for an alternative JT activity, the worker will check to see if the alternative meets the criteria in C, above. After review of the guidelines, the worker will take the actions in the table below.

If ...	Then ...
The criteria are met,	Obtain supervisor approval.
The criteria are not met,	Notify the applicant/recipient and inform him/her that he/she must attend WP.
The alternative is approved and the applicant/recipient is already assigned to a WP,	Notify FSET of the change via the 11-55 HHSA form.

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